

# Resume Outline Worksheet

## A. Identifying Information

*(Make it as easy as possible for prospective employers to get hold of you. Include multiple ways to contact you.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Website URL: \_\_\_\_\_

## B. Career Objective

*(Think about what you want from your career, and also what high level benefits you might offer an employer who hires you.)*

---

---

---

## C. Your Educational Background

*(Include names & dates attended for high school, college, and any graduate studies. Also, include any training programs, certifications, and academic awards earned. Recent grads can include GPA and/or other honors & awards.)*

---

---

---

---

---

---

---